

# **AIRCRAFT DISPATCHER**

## **UNIT 4 – AIRCRAFT USE REPORT**

### **INSTRUCTIONS TO THE INSTRUCTOR**

This unit requires that the instructor should have a working knowledge of payment documents for both the Aviation Management Directorate and Forest Service.

The purpose of this unit is to provide an exposure to payment documents not to the actual preparation of the documents themselves.

## NOTES

## DETAILED LESSON OUTLINE

COURSE:	Aircraft Dispatcher
UNIT:	4 – Aircraft Use Report
TIME:	1 hour
TRAINING AIDS:	Overhead projector or computer with CD-ROM and LCD projector; projection screen; markers, masking tape or tacks; handouts; flip chart; one OAS-23 booklet; FS-122 booklet
OBJECTIVES:	<p>Upon completion of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>Demonstrate the ability to objectively review an OAS-23 or FS-122 prior to submission for payment.</li> </ul>

OUTLINE	AIDS & CUES
<b>INTRODUCE UNIT 4.</b>	04-01-ACDP-EP
<b>PRESENT THE UNIT OBJECTIVE.</b>	04-02-ACDP-EP
<b>REFER STUDENTS TO PAGES 18 AND 19 OF APPENDIX A—AIRCRAFT DISPATCHER JOB AID FOR AN AMD PAYMENT DOCUMENT COMPLETION CHECKLIST.</b>	SW Appendix A pages 18 and 19
I. OAS-23 <ul style="list-style-type: none"> <li>A. Verify all entries on OAS-23.</li> <li>B. Sign for services received.</li> <li>C. Ensure pilot/contractor signature.</li> <li>D. Verify billee and program charge codes.</li> </ul> Multiple program cost user breakout	04-03-ACDP-EP

OUTLINE	AIDS & CUES
<p><b>NOTIFY STUDENTS THAT A BILLEE CODE REFERS TO THE UNIT THAT RECEIVES A BILL FOR THE CHARGES AND THAT A LIST OF THE CODES CAN BE DOWNLOADED FROM WWW.OAS.GOV.</b></p>	
<p>E. Ensure timely submission for payment.</p> <p>Prompt payment discount—within 30 days</p> <p>F. Assure completion.</p> <ul style="list-style-type: none"> <li>• Neat</li> <li>• Readable</li> </ul> <p>G. Obtain authorizing official’s signature.</p> <p>H. Submit copies.</p> <ul style="list-style-type: none"> <li>• AMD—white copy</li> <li>• Vendor—blue copy</li> <li>• Agency—yellow copy</li> </ul>	<p>04-04-ACDP-EP</p>
<p><b>REVIEW SLIDES 5 THROUGH 15 WITH THE STUDENTS. THESE SLIDES REPRESENT THE PROCESS TO COMPLETE AN OAS-23. THE SLIDES ARE USED AS A DEVICE BY WHICH STUDENTS CAN FOLLOW IN THEIR STUDENT WORKBOOK.</b></p>	<p>04-01-ACDP-IR SW page 4.7 THRU SW page 4.21 04-05-ACDP-EP THRU 04-15-ACDP-EP</p>
<p><b>REFER STUDENTS PAGES 20 AND 21 OF APPENDIX A—AIRCRAFT DISPATCHER JOB AID FOR A FS-122 PAYMENT DOCUMENT CHECKLIST.</b></p>	<p>SW Appendix A pages 20 and 21</p>



OUTLINE	AIDS & CUES
<b>REVIEW UNIT OBJECTIVE.</b>	04-28-ACDP-EP
<b>ASK STUDENTS IF THERE ARE ANY QUESTIONS.</b>	04-29-ACDP-EP

# **AIRCRAFT DISPATCHER**

## **UNIT 4 – AIRCRAFT USE REPORT**

### **INSTRUCTOR REFERENCES**

<u>Reference No.</u>	<u>Description</u>
04-01-ACDP-IR	OAS-23 Instructions
04-02-ACDP-IR	FS-122 Instructions

## NOTES





## Exhibit D-10: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

**Enter the OAS Contract Number or Basic Ordering Agreement (BOA) Number.** This is available from either the vendor, the Contract, or the OAS Source List (aircraft are listed by State, then alphabetically by city / town according to the aircraft's designated base).

**Enter Vendor's Name, Address & Telephone Number.**

**Complete only for BOA Aircraft.** Enter date and time service is ordered to begin AND the service is provided (that is, either standing by or flight). Use 24-hour time clock.

**Complete only for BOA Aircraft.** Enter date and time aircraft/crew were released from service. Use 24-hour time clock.

**Enter the FAA Registration ("tail" or "N") Number.**

**Enter the FAA member for which payment is authorized.** Utilize the "Other Charges/Credits" block to explain, or if there is more than one "Other Crew Member".

**No entry for BOA. Enter an Item Number if the aircraft is one of several contracted under one solicitation. Each aircraft is assigned a separate item # under a common Contract #. Obtain the Item Number from the Contract, Aircraft Data Card, or vendor.**

**Enter the aircraft manufacturer and the model name or number.**

**Print the Pilot-in-Command's Name**

**Print the name of any additional pilot utilized: Relief Pilot, Co-Pilot, 2nd pilot when aircraft is double-crewed.**

**Print the name of any other authorized crew member for which payment is authorized.**

**Other Charges/Credits (Add attachments if necessary)**

ITEM NO.	BOA NO.	CONTRACT/BOA NO.	COMPANY NAME & ADDRESS	TELEPHONE NO.	DATE	FAA IDENTIFIER	START	STOP	ELAPSED TIME	QUANTITY	RELEASED (Date & Time)	ACRAFT REGISTRATION NO.	PILOT NAME (2nd PIC) Print	PILOT NAME (PIC) Print	OTHER CREW MEMBER	FAA MEMBER	OTHER CHARGES/CREDITS
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	

**Agency Information:**

AGENCY TELEPHONE NO. ( ) FTIS ( ) COMM.

AGENCY ADDRESS

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print) DATE

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME (print) DATE

WHITE - ORIGINAL OAS COPY  
BLUE - VENDOR'S COPY

## Exhibit D-11: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

04-01-ACDP-IR  
Page 3 of 15

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-12: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)

AIRCRAFT USE REPORT										RECEIVED DATE		REC'D IS FOR OAS USE ONLY		
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES P.O. BOX 15428 4343 AIRCRAFT DRIVE ANCHORAGE, AK 99502-1052 PHONE (907) 554-2428 FAX (907) 554-2428 FTS 388-2752/2760 OR 268-268-2752/2760 907-263-3320/4330										012345				
COMPANY NAME & ADDRESS			CONTRACT/BOOK NO.		ITEM NO.		AIRCRAFT MAKE & MODEL		PILOT NAME (PIC) Print		SERV. AGMT. NO.		AC CONTROL NO.	
AIRCRAFT DESIGNATED BASE (City/State)			AIRCRAFT REGISTRATION NO.		PILOT NAME (2nd PIC) Print		AGENCY ORDER NO.							
HIRED (Date & Time)			RELEASED (Date & Time)		OTHER CREW MEMBER									
TELEPHONE NO.			DATE		FAA IDENTIFIER		ELAPSED TIME OR QUANTITY		STOP		START		PILOT IN-CHARGE	
			M D Y		FROM TO		PAYLOAD		PAX		CARGO		TAX CODE	
1.														

**FLIGHT TIME.** Record elapsed time based upon the recorded Start/Stop time. When an approved hour meter is used, entry should be in hours and tenths. See example, lines 4 and 6-9. FT is the most common Pay Item Code to document flight time. However, there are other Flight Time codes such as FN, FY, and PD that should be used when applicable (see Pay Item Code discussion).

USDI requires the documentation of specific types of flight that fall under the broad Pay Item flight codes of FT, FN, FY and PD. This is accomplished through entry of Use Codes. This system requires that the Helicopter Manager track the time spent over the course of a day on various types of flight missions. This tracking is usually accomplished by noting Start and End meter readings on load calculations and/or manifests. Once the helicopter changes missions (for example, from Personnel Transport to Water Dropping), a new Start time should be noted. At the end of the day, flight time for each type of use is totaled, and a line entry made for that Pay Item and Use Code. Note that entries do not have to be made as they actually occurred (that is, one entry for 0.2 personnel transport, then an entry for 1.3 water dropping, followed by an entry of 3.2 for personnel transport). Each type of use can be totaled for the day on one line entry, regardless of whether they were all accomplished at one time, provided that the total flight time of all uses equals total flight time for the day. For further information, see the discussion of Use Codes.

**PER DIEM.** If applicable government per diem rate is known, enter dollar amount due in Elapsed Time Or Quantity column (round up to nearest dollar). **DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES.** Enter the number of people incurring the per diem under PAYLOAD column. See example, line 10. If the rate is not known, enter the number of overnights due (for example, 2 people with 1 overnight, enter 02.00, with a Pay Item Code of FS). When staying in a high rate area as identified in the Federal Travel Regulations, the vendor must attach a motel receipt indicating higher rate paid (price cannot exceed indicated rate for that area).

**SPECIAL CHARGE.** Special charges such as transportation licenses and fees; rental car charges for transportation of a relief pilot when the aircraft is away from the designated base, etc. are entered in whole dollar amounts. Remember to **DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES.** Example: A licensing fee allowing the fuel truck to operate within the state of \$215.73 would be entered as 02.16 with a Pay Item of SC. A Special Charge line entry must be supported by an attached invoice marked as paid.

**SERVICE TRUCK MILES.** Enter mileage traveled while on official government business. Round up to the nearest mile. **DISREGARD THE DECIMAL POINT FOR SERVICE TRUCK MILEAGE ENTRIES.** See example, line 5.

**DAILY AVAILABILITY.** (Note: Daily Availability is rarely used for helicopter procurements.) Enter 01.00 for each day. To reflect Unavailability, deduct 0.1 for each hour of unavailability from 1.0, and enter the difference. For example, if the aircraft was unavailable for three hours, deduct 0.3 from 1.0 and enter 00.70 with a Pay Item Code of AV. Make a second line entry of 00.30, with a Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.

### Exhibit D-13: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

**AIRCRAFT USE REPORT**

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

RED IS FOR OAS USE ONLY

**012345**

RECEIVED DATE

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES

P.O. BOX 15428 4343 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052

FTS 389-2755/2760 OR 205-369-2755/2760 907-243-3320/4330

CONTRACT/BOA NO.

AIRCRAFT DESIGNATED BASE (DI/YSL)

HPIED (Date & Time)

ITEM NO.

AIRCRAFT MAKE & MODEL

AIRCRAFT FAA REGISTRATION NO.

RELEASED (Date & Time)

PILOT NAME (PIC) Print

PILOT NAME (2nd PIC) Print

OTHER CREW MEMBER

SERV. AGMT. NO.

AC CONTROL NO.

AGENCY ORDER NO.

COMPANY NAME & ADDRESS

TELEPHONE NO.

ELAPSED TIME OR QUANTITY

PAID

CHARGE

PAID

STOP

START

DATE

IDENTIFIER

FROM TO

PILOT

PILOT

PILOT

PILOT

USE

USER ORGANIZATION AND CHARGE CODES

SIGNED RECEIVED

TAX CODE

1. • • •

2. • • •

3. • • •

4. • • •

**HOURLY AVAILABILITY.** See example, lines 1-2. Enter hours of availability up to the maximum number stated in the contract (usually 8 or 9 hours). Remember to enter Start and Stop time for hourly availability in 24-hour clock time. If aircraft becomes unavailable during the period, record the actual hours of availability, then record the hours of unavailability using Pay Item Code UH. Document the reason for the unavailability in the Contract Daily Diary.

**Example:** Aircraft is available from 1000 to 1400, then becomes unavailable for 2 hours from 1400 to 1600, then returns to availability status for the remainder of the regular 8-hour standby period (1600 to 1800). Record as follows:

Start	Stop	Elapsed	Pay Code
1000	1400	04.00	AH
1400	1600	02.00	UH
1600	1800	02.00	AH

**EXTENDED AVAILABILITY.** Enter hours of extended availability (that is, hours ordered by the government beyond the normal 8- or 9-hour availability period). Extended availability, plus regular availability, does not exceed the 14-hour duty day for single pilot crews. Consult the contract for instructions on entering parts of an hour of extended availability, and on entering period(s) of unavailability during ordered extended availability. Most helicopter contracts have separate Pay Item Codes and required line entries for pilot, mechanic, and service truck driver (see Extended Availability below).

**EXTENDED PILOT, MECHANIC, OR SERVICE TRUCK DRIVER AVAILABILITY.** When the contract so states, separate line entries, often reflecting different periods and amounts of extended availability for each individual, must be entered. Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single-pilot crews or the 16-hour duty day for drivers and mechanics. See example, line 3.

**GUARANTEE.** Exclusive-use helicopter contracts may be based upon a number of guaranteed hours over the course of the contract period. No daily guarantee entry is made. If the guarantee is not met at the end of the contract period, then an entry is made on the last OAS-23 submitted reflecting the difference between the guaranteed number of hours and the actual hours flown. The contract may also state that the guarantee may be reduced by a certain number of hours for parts of days when the aircraft was unavailable and a certain amount of flight was not accrued. Example: 140-hour guarantee contract, but only 119 hours are flown. The final entry is 21.00 GT.

For BOA's or the national Interagency CWN Type 1 and 2 contract, there may be a minimum daily guarantee (usually 2-3 hours for BOA's and 4 hours for the national CWN contract). If the flight time accrued does not meet the guarantee, then the difference between the guarantee and the hours flown is entered. Example: 3-hour guarantee, but only 2.4 hours are actually flown. An entry is made to document the flight time, with the next line entry being 00.60 GT. Note that vendors may waive the guarantee. However, this agreement to waive the guarantee must be documented on the OAS-23 and initiated by the vendor or pilot.

Consult the national CWN contract for applicable guarantees on the day of mobilization or demobilization.

See Pay Item discussion for other codes used.

### Exhibit D-14: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

04-01-ACDP-IR  
Page 6 of 15

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-15: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)

**AIRCRAFT USE REPORT**  
(03/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES  
P.O. BOX 15428 4343 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052  
FTS 389-27592760 OR 208-398-2752760 807-243-3320V430

COMPANY NAME & ADDRESS		CONTRACT/BOA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NAME
AIRCRAFT DESIGNATED BASE (City/State)		AIRCRAFT REGISTRATION NO.			PILOT NAME
HIRED (Date & Time)		RELEASED (Date & Time)			OTHER COMMENTS

TELEPHONE NO.

DATE	FAA IDENTIFIER	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD	PILOT IN-CHARGE	BILLEE CODE	USE CODE	SIGNED RECEIVED	TAX CODE
M D Y	FROM TO					PAX CARGO					
1.											

RECEIVED DATE \_\_\_\_\_  
RED IS FOR OAS USE ONLY

**Agency-specific entry.**

**BLM INSTRUCTIONS.** Refer to Chart D-1 on the following pages for requirements for assigning Charge Codes. It should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects. Do NOT ENTER the Incident/Project Order Number.

**GENERAL.** OAS assigns a Billee Code to a unit as a mechanism for billing the charges for an OAS-23 line entry. The unit whose billee code is entered will receive a bill for the charges, which is payable to OAS. (OAS has usually already paid the vendor.)

Units that can be assigned a Billee Code include, but are not limited to Forests, Districts, Parks, Agencies, Regions, States, Counties, Sheriff's Departments, etc.

Different billee codes can be assigned on different OAS-23 lines.

**FIRE BILLINGS.** The entry made under "User Organization and Charge Codes" must be charge codes of the agency whose Billee Code was entered:

- If a BLM District's Billee Code was entered, BLM coding must also be entered;
- If a USDA-FS unit's Billee Code was entered, then a USDA-FS management code must also be entered.

**YOU CANNOT ENTER A BLM BILLEE CODE, AND A USDA-FS "P" NUMBER, OR VICE VERSA.**

It is ESSENTIAL that persons completing OAS-23's understand that, under the master firefighting cooperative agreement, all firefighting among FEDERAL cooperating agencies is NON-REIMBURSABLE. No funds are, or should be exchanged. This has the following implications:

- If a BLM contract aircraft is on a USDA-FS fire, a BLM Billee code and Charge Code shall be entered.
- If a USDA-FS Billee Code and charge code were to be entered, then OAS would bill the Forest Service, which is contrary to the intent of the master agreement.

**BLM INSTRUCTIONS.** Refer to Chart D-1 on the pages following the OAS-23 examples for requirements for assigning Billee Codes. These instructions should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-16: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

Use codes are entered for FLIGHT Pay Items ONLY. Leave the Use Code block blank for non-flight Pay Items (AH, SM, PD, etc.). Standard Use Codes are on the inside cover of each OAS-23 book. Enter the code that specifically identifies, or most nearly approximates, the mission. As stated previously, the Manager must track hour meter readings for the various missions the helicopter performs on a given day. Uses are then individually tallied (that is, all personnel transport, all water dropping, all sling loads) and Start/Stop and Elapsed times are entered for each type of use.

The following is BLM-specific direction on Use Codes. It should be used not only by BLM Helicopter Managers of contract or BOA helicopters, but also by other-agency Managers completing OAS-23s for BLM incidents or projects. This direction may also be used at another agency's option for their own incidents or projects.

- Do NOT enter ANY of the 3-series Use Codes (Local Fire Suppression). Always use the 2-series use codes for Interagency Fire Suppression.

- There is no 2-series code for fire reconnaissance; use 6R.

- Use 3A, Helitack/Initial Attack, for transport of the helicopter crew to the incident; use 3H for return from the incident.

- Use 9P ONLY for administrative, point-to-point travel (must meet OMB A-126 cost-comparison requirements).

- Do not use 4A, 5F, 5R, 5X, or 9X

TELEPHONE NO.		DATE		FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM	PAYLOAD	PILOT INITIALS	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
		M	D	Y	FROM	TO									
1.		•	•	•											

**EXTERNAL LOADS**

1A SLING (HELICOPTER)  
1F FIXED-WING EXTERNAL LOAD  
1H SHORT HAUL HELICOPTER  
1L LONG LINE / REMOTE HOOK

FIRE SUPPRESSION ACTIVITIES - INTERAGENCY

2A HELITACK - INITIAL ATTACK  
2C CARGO TRANSPORT - INTERNAL  
2E SMOKE JUMPER  
2F FOAM DISPENSING - BUCKET / TANK  
2H DEPLOYMENT & RETRIEVAL / PERSONNEL TRANSPORT

2K AIR ATTACK  
2L LEAD PLANE  
2P PARACARGO  
2R FIRE RETARDANT - BUCKET / TANK  
2W WATER DROPPING - BUCKET / TANK

FIRE SUPPRESSION ACTIVITIES - LOCAL  
3A HELITACK - INITIAL ATTACK  
3C CARGO TRANSPORT - INTERNAL  
3F FOAM DISPENSING - BUCKET / TANK  
3H DEPLOYMENT & RETRIEVAL / PERSONNEL TRANSPORT  
3L LEAD PLANE  
3P PARACARGO  
3R FIRE RETARDANT - BUCKET / TANK

**LOW LEVEL - WITHIN 500' OF SURFACE**

6A ANIMAL HERDING  
6C ANIMAL GATHERING / CAPTURING  
6E ANIMAL ELECTRONIC TRACKING  
6F AUTO SURVEYOR  
6H HABITAT / ENVIRONMENTAL EVALUATION  
6K ANIMAL COUNTING  
6L LAW ENFORCEMENT  
6M DRUG LAW ENFORCEMENT  
6N SEARCH AND RESCUE  
6P POWERLINE PATROL  
6R RECONNAISSANCE  
6T ANIMAL ERADICATION / TAGGING  
6V ANIMAL VISUAL TRACKING  
6X WILDLIFE SURVEYS  
6X MEDIVAC

**OTHER SPECIAL USES**

4A ANY TAKEOFF OR LANDING REQUIRING SPECIAL CONDITIONS  
4H HOVER SITE - HELICOPTER  
4L WHEEL OR SKI OPERATIONS ON UNPREPARED LANDING SITES - FIXED WING  
4M FIXED WING MODIFICATIONS THAT INVALIDATE STANDARD CERTIFICATE  
4N NIGHT VISION GOGGLES  
4P PARACARGO - NON-FIRE  
4R RAPPELLING - HELICOPTER  
7N OFFSHORE NAVIGATION - VESSEL OR PLATFORM LANDINGS

**AERIAL APPLICATIONS**

8C SEEDING  
8F FUSEE  
8H HELITORCH  
8P PING PONG BALL  
8R SPRAYING  
8T THERMITE

OTHER USES - SPECIAL EQUIPMENT OR TECHNIQUES  
5E ANIMAL ELECTRONIC TRACKING - ABOVE 500 FEET  
5F MOUNTAIN FLYING  
5M USGS AND BOM SPECIAL PILOT REQUIREMENTS  
5R OVERWATER - SPECIAL PPE REQUIREMENTS  
5X EXTENDED OVERWATER - SPECIAL PPE AND OTHER EQUIPMENT REQUIREMENTS

**GENERAL USES**

9A AIR CREW TRAINING  
9C CARGO ONLY  
9E PILOT PROFICIENCY OR PILOT TRAINING  
9F PILOT AIRCRAFT - REQUIRED AIR CREW ONLY  
9H RECONNAISSANCE - ABOVE 500 FEET  
9L LAW ENFORCEMENT - NON-SPECIAL USE  
9M DRUG LAW ENFORCEMENT - NON-SPECIAL USE  
9P PERSONNEL TRANSPORT - POINT-TO-POINT SEARCH AND RESCUE - ABOVE 500 FEET  
9V PHOTO MAPPING OR VIDEO PHOTOGRAPHY  
9X OTHER GENERAL USE  
MA MAINTENANCE FLIGHTS - DOI FLEET ONLY



INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-17: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)

OAS-23  
(Rev 97)

**AIRCRAFT USE REPORT**

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS  
AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

COMPANY NAME & ADDRESS

CONTRACT/BOA NO.

AIRCRAFT DESIGNATED BASE (City/State)

HIRED (Date & Time)

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES

PO BOX 14608  
SOLSE ID 80715-0408  
FTS 388-2755/2760 OR 205-389-7752/7760

0408 AIRCRAFT DRIVE  
ANK-ORPAGES AK 99502-1062  
907-243-3200-4330

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RECEIVED DATE

012345

ITEM NO.

AIRCRAFT MAKE & MODEL

AIRCRAFT FAA REGISTRATION NO.

RELEASED (Date & Time)

PILOT NAME (PIC) Print

PILOT NAME (2nd PIC) Print

OTHER CREW MEMBER

SERV.

AGMT. NO.

AC CONTROL NO.

AGENCY ORDER NO.

An Agency Order Number for BLM flights is the Document Control Number utilized to process billings by OAS through the Denver Service Center. A Document Control Number consists of a one-digit State Identifier, an 3-digit Office Code, a two-digit entry Identifying Document Type and Fiscal Year, and a 4-digit Month Number.

1. STATE. 1-digit alpha State Code according to the following:

Alaska:	L	Idaho:	D	Oregon:	H	Washington Office:	P
Arizona:	A	Montana:	E	Utah:	J		
California:	B	Nevada:	F	Wyoming:	K		
Colorado:	C	New Mexico:	G	NIFC:	R		

OAS-23's for flights taken by the Eastern States Office will be processed by the National Aviation Office at NIFC. Therefore the State Input for Document Control Numbers will be "R" for NIFC. OAS-23's for flights taken by Service Center personnel will be processed by the state in which they are flying, or by the Colorado State Office for cross-jurisdictional flights arranged by the Colorado State Office. Therefore the Input for the Control Number for SC flights will be determined by the state processing the OAS-23, or "C" if Colorado arranged the flight. OAS-23's for flights taken by Phoenix Training Center personnel will be processed by the Arizona State Office. Therefore the Input for the Document Control Number for Training Center flights will be "A" for Arizona.

2. OFFICE. 3-digit numeric code of the Office (Organization) submitting the OAS-23. This will usually be a District or State Office, or a Division of NIFC or the Washington Office.

3. DOCUMENT TYPE. 1-digit alpha. Always enter "S" for Aircraft Use.

4. FISCAL YEAR. 1-digit numeric. Enter the last digit (eg. "4" for FY-94) of the fiscal year in which the flight was taken.

5. SEQUENTIAL MONTH NUMBER. 4-digit numeric. Enter the month in which the OAS-23 is mailed to OAS (not the month in which the flight was taken) according to the following numbering system:

FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY
Oct 1-31	0001	Jan 1-31	0004	Apr 1-30	0007
Nov 1-31	0002	Feb 1-28	0005	May 1-31	0008
Dec 1-31	0003	Mar 1-31	0006	Jun 1-30	0009

Month 0013 is assigned to all OAS-23's sent to OAS after September 30 for flights taken during the fiscal year ending September 30 which were not mailed timely and which were not assigned one of the normal numbers in the 0001-0012 range.

All zeroes in the month entry MUST be entered. All fields should be separated by a " " (dash) for accurate entry into the OAS On-Line and Payment Collection (OPAC) billing system.  
Example Of A Complete Document Control Number:  
F-030-S3-0005 = Nevada (F)-Carson City District (030)-Fiscal Year 93 (S3)-Flight Invoice Mailed Between February 1 and February 28 (0005)

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-18: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

**AIRCRAFT USE REPORT**  
OAS-23 (08/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

COMPANY NAME & ADDRESS

CONTRACT/BOA NO.

ITEM NO.

RELEASED (Date & Time)

TELEPHONE NO.

DATE M D Y

1. 2. 3.

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES  
P.O. BOX 15428 4343 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1082  
FTS 388-2755/760 OR 208-388-2755/760 907-243-5320/4330

RECEIVED DATE

012345

RED IS FOR OAS USE ONLY

MANAGER SIGNS OR INITIALS IN THE "SIGNED RECEIVED" BLOCK AFTER VERIFYING ALL INFORMATION IS CORRECT. TO MEET OMB A-123 INTERNAL CONTROL REQUIREMENTS, THE INDIVIDUAL INITIALIZING THIS BLOCK CANNOT BE THE SAME PERSON WHO SIGNS THE BOTTOM RIGHT BLOCK.

MANAGER SIGNATURE

MANAGER NAME

MANAGER TITLE

MANAGER PHONE

MANAGER FAX

MANAGER EMAIL

MANAGER ADDRESS

MANAGER CITY

MANAGER STATE

MANAGER ZIP

MANAGER COUNTRY

MANAGER COMMENTS

LOCAL AVIATION MANAGER OR OTHER APPROVED GOVERNMENT REPRESENTATIVE REVIEWS LINE ENTRIES, SIGNS, AND DATES EACH OAS-23. THE USING UNIT SHOULD, IF POSSIBLE, DATE-STAMP EACH OAS-23 ON THE DATE RECEIVED.

TO MEET OMB A-123 INTERNAL CONTROL REQUIREMENTS, THE INDIVIDUAL SIGNING IN THIS BLOCK CANNOT BE THE SAME PERSON WHO INITIALIZED THE "SIGNED RECEIVED" BLOCK.

TO ENSURE PROMPT PAYMENT, THE WHITE ORIGINAL OF THE OAS-23 MUST BE FORWARDED TO OFFICE OF AIRCRAFT SERVICES NO MORE THAN TWO DAYS AFTER THE USE PERIOD ENDS.

ALL OAS-23'S MUST BE PROCESSED (THAT IS, ENTRY OF BILLEE CODES, CHARGE CODES, AND AGENCY ORDER NUMBERS) THROUGH THE USING UNIT'S AVIATION MANAGER PRIOR TO BEING SENT TO OAS. THEY ARE NOT TO BE SENT DIRECT TO OAS BY EITHER THE PILOT OR MANAGER. CWN MANAGERS ARE RESPONSIBLE FOR ENSURING THAT THE OAS-23'S ARE DELIVERED TO THE LOCAL UNIT AVIATION MANAGER OR DISPATCH OFFICE.

DURING EXTENDED USE PERIODS (FOR EXAMPLE, EXCLUSIVE-USE CONTRACTS), THE OAS-23'S MAY BE SIGNED AND MAILED EVERY TWO WEEKS, USUALLY ON THE 1ST AND 16TH OF EACH MONTH.

FAA IDENTIFIER	DATE	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAX	CARGO	PILOT IN-TIAL	BILLEE CODE	USE CODE	TAX CODE	SIGNED RECEIVED
1.	• • •			•								
2.	• • •			•								
3.	• • •			•								

**Other Charges/Credits (Add Attachments If Necessary)**

1. 2. 3.

**Vendor representative, usually the pilot, signs, prints name, enters vendor telephone number, and dates to certify the record of services is correct.**

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME (print)

DATE

**Local aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.**

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

DATE

**Local aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.**

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

DATE

**During extended use periods (for example, exclusive-use contracts), the OAS-23's may be signed and mailed every two weeks, usually on the 1st and 16th of each month.**

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

DATE

**Local aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.**

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

DATE

## Exhibit D-19: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

WHITE - ORIGINAL OAS COPY  
BLUE - VENDOR'S COPY

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 1)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
FIRE FLIGHTS				
1 Fire flight taken as a result of: <ul style="list-style-type: none"><li>- Fire on your unit; (including <b>non-reimbursable</b> mutual aid)</li><li>- Fire on another BLM unit;</li><li>- An order from any Federal cooperating wildland firefighting agency (eg. USFS, FWS, BIA, NPS)</li></ul> and for which charges are <u>nonreimbursable</u>  (Note exception in situation where the National Interagency Coordination Center (NICC) assigns a 3000-series fire number for reimbursable support to Military, States, etc.)	<p>Your contract aircraft performs missions for units identified at left;</p> <p style="text-align: center;"><u>OR</u></p> <p>Your unit arranges a rental/charter in response to an order from any of the agencies identified.</p> <p style="text-align: center;"><u>OR</u></p> <p>Your unit supplies both a helicopter module and/or manager and a CWN helicopter for the agencies identified.</p> <p><b>Note the exception in #4 if your unit does not furnish the CWN aircraft.</b></p>	<p>Since all assistance to those agencies is non-reimbursable, assign your local unit's cost-account coding, including your State and Office code, but use the assigned BLM fire number off the Resource Order. <b>DO NOT ASSIGN OTHER AGENCY PROJECT OR FIRE CODES</b> (eg. USFS "P" NUMBERS) ON OAS-23 PAYMENT DOCUMENTS.</p> <p><u>Examples of Valid BLM Fire Numbers:</u></p> <p>1-Digit Alpha plus 3-Digit Numeric for BLM Districts and State Offices (eg. C567)</p> <p><u>Example:</u> NV-040-1550-70-R645</p> <p>(Ely District [NV-040] aircraft on Utah BLM fire [R645])</p> <p style="text-align: center;"><u>OR</u></p> <p>4-Digit Numeric assigned by NICC for other-agency support, according to the following:<sup>1</sup></p> <p style="text-align: center;">3000-3999 Miscellaneous Support (State, Military) 4000-4999 F &amp; WS Support 6000-6999 NPS Support 9000-9997 USFS Support</p> <p><u>Example:</u> NV-030-1550-70-9216</p> <p>(Carson City Nevada District [NV-030] aircraft on Forest Service fire with NICC-assigned Forest Service Support Number [9216])</p>	Use your unit's Billee Code.	Your Unit

**1** - NICC is encouraging local BLM units to immediately assign a local BLM support fire number that will be relayed throughout the system as orders are placed. This will hopefully avoid duplication of fire number assignment (ie, NICC-assigned number, other-District(s) assigned number(s), etc.) For example, Fire J221 in Carson City, a support fire number for the Toiyabe NF, would be transmitted throughout the system and would end up on an order for a helicopter from Montana BLM.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 2)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
<b>FIRE FLIGHTS</b>				
2	<p>Fire flight taken as a result of:</p> <ul style="list-style-type: none"> <li>- An order from any cooperating State firefighting agency (eg, CDF, NDF, Etc.) and for which charges are reimbursable.</li> </ul>	<p>There are three options for this situation:</p> <p>(1) If a NICC-assigned 3000-series number has been assigned, then assign your State and Office Code (costs will be recovered nationally) and use the 3000-series number.</p> <p>(2) Your unit may assign a local support BLM fire number and recover costs locally through cross-agency billing. This is only for incidents where a local BLM District is supporting a local cooperating State agency.</p> <p>This BLM District fire support number will be transmitted by NICC as part of any Resource Orders relayed through the system.</p> <p>HOWEVER, THE UNIT WHICH ASSIGNED THE BLM FIRE NUMBER IS RESPONSIBLE FOR RECOVERING REIMBURSABLE COSTS FROM THE STATE.</p> <p>(3) Assign the cost-account coding as identified by the other agency. This is the most streamlined approach, since OAS bills and recovers the costs directly from the State agency (ie, the BLM District will not receive a bill from OAS).</p>	<p>(1) Use your unit's Billee Code (costs will be recovered nationally).</p> <p>(2) Use your unit's Billee Code (costs will be recovered locally).</p>	<p>Your Unit.</p> <p>Your Unit.</p>
3	<p>Fire pre-suppression standby.</p> <p>There are three situations that may be encountered:</p> <p>(1) Your contract aircraft is placed on pre-suppression standby by another unit from your interior agency.</p> <p>(2) Your contract aircraft is placed on pre-suppression standby by another agency (eg, USFS).</p> <p>(3) A contract aircraft is located and managed at the local level (eg, District) but the State Office holds the pre-suppression funding for the aircraft.</p>	<p>(1) Assign the other unit's pre-suppression cost-account coding.</p> <p>(2) Assign the other agency's pre-suppression cost-account coding.</p> <p>(3) Assign the cost-account coding of the unit holding the funding.</p>	<p>(1) Use your unit's Billee Code.</p> <p>(2) Use the other agency's (eg, Forest) Billee Code (available from OAS).</p> <p>(3) Use your unit's Billee Code.</p>	<p>Your Unit.</p> <p>Your Unit.</p> <p>Your Unit.</p>

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 3)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
FIRE FLIGHTS				
4. CWN helicopter hired by your District sent off-unit.  Helicopter module not furnished by your unit.	A CWN helicopter off the OAS Source List is hired by your unit and sent to another unit. A helicopter module from another unit is attached to the helicopter at the incident.	Module Leader assigns the receiving, benefitting unit's cost-account coding, regardless of agency.	Use the receiving, benefitting unit's Billee Code, regardless of whether agency is federal or non-federal.	The Receiving, Benefitting Unit.  Module Leader must ensure copies of OAS-23's are given to the local Aviation Manager.
5.  Fire flight charged to:  - Multiple fire code 8888  - Multiple fire code 9999	Your contract aircraft or a rental aircraft scheduled by your unit performs flight for another BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.  OR  Your contract aircraft or a rental aircraft scheduled by your unit performs flight for your BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.	Assign the other unit's State and Office Code	Use your unit's Billee Code.	Your unit.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 4)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
NON-FIRE FLIGHTS				
6. Non-fire flight charged to unit funds.	There are several situations possible: (1) Flight is arranged by your unit for the sole benefit of your unit.	(1) Assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(1) Use your unit's Billee Code.	Your unit.
	(2) Flight is arranged by another BLM unit, but at least part of the flight will be charged to your unit's funds.	(2) Other unit should assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(2) Other unit should use its Billee Code, not yours.	The other unit.
	(3) Your unit will be using other funds (eg. Washington Office) to accomplish a project.	(3) Assign other unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(3) Use your unit's Billee Code.	Your unit.
	(4) Flight is arranged by your unit, but at least part of the flight will be charged to another BLM unit's funds.	(4) Flight charges must be split out appropriately on separate lines of the OAS-23, with your unit's and the other unit's coding entered appropriately. This may require alteration of lines originally entered (ie. only one line entry made for a recon whose charges will be shared). Note the reason under "Remarks" on the OAS-23. Total flight time remains the same.	(4) Use your unit's Billee Code.	Your unit.
7. Non-fire flight charged to another agency (eg. USFS, non-BLM DOI agency, County, State)	There are two situations which might be encountered: A non-fire flight is arranged by your unit for another agency who will bear all costs of the flight.	Assign other agency's coding.	Assign other-agency unit's Billee Code.	Your Unit.
	A non-fire flight is arranged by your unit for another agency who will bear part of the costs of the flight, with your unit assuming the rest.	If flight costs are to be shared with your unit, costs will have to be split out on separate lines of the OAS-23. Assign other agency's coding to appropriate lines on the OAS-23, and your unit's coding on the other lines.	Assign other-agency unit's Billee Code to appropriate lines on the OAS-23, and your unit's Billee Code on the lines to be charged to your unit.	Your unit.

## NOTES



INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-3: Instructions For Completion Of USDA-FS 6500-122  
Flight Use Record

# Flight Use Report

## FS-6500-122

## Instructions

1. INVOICE NUMBER 1234567				2. DATE OF FLIGHT / /				3. CONTRACT NUMBER				4. A/C REGISTRATION NUMBER				5. SUPPLYING UNIT CODE							
6. AIRCRAFT MAKE				7. AIRCRAFT MODEL				8. A/C TYPE (H, T, OR F)				9. VENDOR NAME											
11. LEGAL	12. USER UNIT	13, 14. USER CODE FLIGHT OR RESOURCE ORDER NUMBER	15. FAA IDENTIFIER FROM TO		16. MISSION CODE	17. PAY CODE	18. PILOT NAME(S)		19. NO. OF CREW MEMBERS	20. PASSENGERS	21. NO. DELIVERED	22. CHARGES FOR C/P & C/O	23. CHARGES FOR C/P & C/O	24. CHARGES FOR C/P & C/O	25. RETAINMENT F.W. & C/O	26. REFUELMENT GALLONS	27. RATE	28. METER TYPE	29. TIME CO. METER READING START STOP	30. FUEL COST PER GALLON ADVANCED	31. ELAPSED TIME FOR THIS MISSION OR THIS UNIT	32. LEG TOTAL	
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
7.																							
8.																							
9.																							
10.																							
33. OVERNIGHT CHARGES				ON								LOCATION											
34. SERVICE TRUCK CHARGES				ST								MILES											
35. OTHER CHARGES -				CH								DESCRIBE											
36. OTHER CREDITS -				CR								DESCRIBE											
37. ACCOUNTING SUMMARY												38. TOTAL OF ALL CHARGES											
MS CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	MS CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	MS CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT						
10. REMARKS (PILOT NAMES, UNIT, ETC.)												39. I CERTIFY THAT THE REPORTED LISTED ABOVE HAVE BEEN RECEIVED SIGNATURE AND TITLE OF FOREST SERVICE OFFICER						39. I CERTIFY THAT THE REPORTED LISTED ABOVE HAVE BEEN RECEIVED SIGNATURE AND TITLE OF FOREST SERVICE OFFICER					
USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (DAPPS)												PREVIOUS EDITION OF THIS FORM IS OBSOLETE											

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-4: Instructions For Completion Of USDA-FS 6500-122  
Flight Use Record (Cont.)

1. INVOICE NUMBER 1234567		2. DATE OF FLIGHT / /		3. CONTRACT NUMBER		4. AC REGISTRATION NUMBER	
6. AIRCRAFT MAKE 13. 14. 15.		7. AIRCRAFT MODEL 16. 17. 18.		8. AC TYPE (H, T, OR F) 19. 20. 21. 22. 23.		9. VENDOR NAME 24. 25. 26.	
Enter the name of the aircraft manufacturer in Block 6. Examples include; Aerospatiale, Bell, Boeing, Cessna, De Havilland, Hughes, Piper, Lockheed, Rockwell, Sikorsky ...		Start a new invoice for each day the aircraft is on contract, even if overnight fees are the only charges.		Enter the Contract Number or Rental Agreement Number. Include the Item Number if there is one. Obtain numbers from the Contract, Rental Agreement, or Aircraft Data Card.		Enter all numbers and letters of the aircraft's FAA aircraft registration, commonly called the tail number; e.g., N423D.	
Enter the manufacturer's model name and/or number for the aircraft		Enter H for helicopter, T for airtanker, or F for all other fixed-wing.		Enter the name of the company or government agency that owns the aircraft.		Enter H for helicopter, T for airtanker, or F for all other fixed-wing.	
5.		32. OVERNIGHT CHARGES ON		33. SERVICE TRUCK CHARGES ST		34. OTHER CHARGES + CH	
For Overnight Charges on Line 32 enter; User Unit, primary Mission Code, Pilot Name(s), Number of Crew Members (pilots, service truck drivers, and mechanics), lodging Rate per individual (from Contract or Rental Agreement), and lodging Location. Amount in Block 31 = (Number of Crew Members) X (Rate).		For Service Truck Charges on Line 33 enter; User Unit, User Code, primary Mission Code, Driver Name(s), Number of Crew Members (drivers), Rate per mile (from Contract or Rental Agreement), and Miles driven. Amount in Block 31 = (Miles driven) X (Rate).		35. OTHER CREDITS - CR		36. TOTAL OF ALL CHARGE	
37.		ACCOUNTING SUMMARY		38. BUDGET OBJECT		39. SIGNATURE AND TITLE OF VENDOR AGENT	
For Other Charges on Line 34 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the charge, and the amount in Block 31. Examples include lump sums for extra pilots, and airport landing fees.		For Other Credits on Line 35 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the credit, and the negative amount in Block 31. Examples include any government provided items such as fuel.		PREVIOUS EDITION OF THIS FORM IS OBSOLETE		USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (10-95)	

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-5: Instructions For Completion Of USDA-FS 6500-122  
 Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>1234567</b>		2. DATE OF FLIGHT / /		3. CONTRACT NUMBER		4. AC REGISTRATION NUMBER		5. SUPPLYING UNIT CODE	
6. AIRCRAFT MAKE		7. AIRCRAFT MODEL		8. AC TYPE (H, I, OR F)		9. VENDOR NAME			

  

11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.
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**Enter the code for the unit of the agency that is supplying the aircraft in Block 5.  
 Enter the code for the unit of the agency that is using the aircraft in Block 12.**

<b>REGION 1</b> 01 REGIONAL OFFICE, MISSOURIA, MO 02 BEAVERHEAD NF 03 CLEARWATER NF 04 CUSTER NF 05 DEERWOOD NF 06 GALLATIN NF 07 HELENA NF 08 JOHNS VALLEY NF 09 LEWIS & CLARK NF 10 LOTO NF 11 NEZ PERCE NF	<b>REGION 4</b> 04 REGIONAL OFFICE, OGDEN, UT 01 ASHLER NF 02 BOISE PER TETON NF 03 CARIBOU NF 04 CHALLIS NF 05 FINCH LAKE NF 06 HUMBOLDT NF 07 PALM SPRING NF 08 SALMON NF 09 SAW TOOTH NF 10 TETON NF 11 UNKA NF 12 WYCA NF 13 GEOMETRONICS CENTER	<b>REGION 6</b> 06 REGIONAL OFFICE, DESCHUTES, OR 01 DESCHUTES NF 02 MEFONG NF 03 MALHEUR NF 04 MT BAKER SNOQUALME NF 05 OCAO NF 06 OKANOGAN NF 07 OREGON NF 08 SISKIYOU NF 09 SUSAN NF 10 UMPIRE NF 11 WALLOWA NF 12 WHITE MOUNTAIN NF 13 WINEMA NF 14 REDMOND AIR CENTER	<b>REGION 9</b> 09 REGIONAL OFFICE, MILWAUKEE, WI 01 CHEQUAMEGON NF 02 CHIPPEWAGON NF 03 MARQUETTE NF 04 MARQUETTE NF 05 NICOLET NF 06 SHAWANOE NF 07 SUPERIOR NF 08 HAWAIIA NF 09 N. CENTRAL NF 10 ALLEGHENY NF 11 GREEN MOUNTAIN NF 12 WHITE MOUNTAIN NF 13 WHITE MOUNTAIN NF 14 NORTH EAST FORESTRY	<b>REGION 10</b> 10 REGIONAL OFFICE, LONGASS, NE 1002 LONGASS NF 1003 LONGASS NF 1004 LONGASS NF 1005 LONGASS NF 1006 LONGASS NF	<b>REGION 8</b> 08 REGIONAL OFFICE, ALABAMA 01 NATIONAL FORESTS, CHATELAIN NF 02 NATIONAL FORESTS, CHATELAIN NF 03 NATIONAL FORESTS, CHATELAIN NF 04 NATIONAL FORESTS, CHATELAIN NF 05 NATIONAL FORESTS, CHATELAIN NF 06 NATIONAL FORESTS, CHATELAIN NF 07 NATIONAL FORESTS, CHATELAIN NF 08 NATIONAL FORESTS, CHATELAIN NF 09 NATIONAL FORESTS, CHATELAIN NF 10 NATIONAL FORESTS, CHATELAIN NF	<b>REGION 5</b> 05 REGIONAL OFFICE, SAN FRANCISCO, CA 01 SAN FRANCISCO, CA 02 SAN FRANCISCO, CA 03 SAN FRANCISCO, CA 04 SAN FRANCISCO, CA 05 SAN FRANCISCO, CA 06 SAN FRANCISCO, CA 07 SAN FRANCISCO, CA 08 SAN FRANCISCO, CA 09 SAN FRANCISCO, CA 10 SAN FRANCISCO, CA	<b>REGION 3</b> 03 REGIONAL OFFICE, ALBUQUERQUE, NM 01 ALBUQUERQUE, NM 02 ALBUQUERQUE, NM 03 ALBUQUERQUE, NM 04 ALBUQUERQUE, NM 05 ALBUQUERQUE, NM 06 ALBUQUERQUE, NM 07 ALBUQUERQUE, NM 08 ALBUQUERQUE, NM 09 ALBUQUERQUE, NM 10 ALBUQUERQUE, NM	<b>REGION 2</b> 02 REGIONAL OFFICE, LAKEWOOD, CO 01 LAKEWOOD, CO 02 LAKEWOOD, CO 03 LAKEWOOD, CO 04 LAKEWOOD, CO 05 LAKEWOOD, CO 06 LAKEWOOD, CO 07 LAKEWOOD, CO 08 LAKEWOOD, CO 09 LAKEWOOD, CO 10 LAKEWOOD, CO	<b>REGION 7</b> 07 REGIONAL OFFICE, WASHINGTON, DC 01 WASHINGTON, DC 02 WASHINGTON, DC 03 WASHINGTON, DC 04 WASHINGTON, DC 05 WASHINGTON, DC 06 WASHINGTON, DC 07 WASHINGTON, DC 08 WASHINGTON, DC 09 WASHINGTON, DC 10 WASHINGTON, DC	<b>REGION 10</b> 10 REGIONAL OFFICE, LONGASS, NE 1002 LONGASS NF 1003 LONGASS NF 1004 LONGASS NF 1005 LONGASS NF 1006 LONGASS NF	<b>USDI AGENCIES</b> OAS OFFICE OF AGRICULTURE SERVICES BLM-BUREAU OF LAND MANAGEMENT BIA-AGENCY OF INDIAN AFFAIRS NPS-NATIONAL PARK SERVICE OTHER FEDERAL AGENCIES DOD ALL MILITARY BRANCHES FAA FEDERAL AVIATION ADMINISTRATION	<b>STATES</b> AK ALASKA AL ALABAMA AZ ARIZONA CA CALIFORNIA CO COLORADO CT CONNECTICUT DE DELAWARE FL FLORIDA GA GEORGIA HI HAWAII ID IDAHO IL ILLINOIS IN INDIANA IA IOWA KS KANSAS KY KENTUCKY LA LOUISIANA MA MASSACHUSETTS MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MT MONTANA NE NEBRASKA NH NEW HAMPSHIRE NJ NEW JERSEY NM NEW MEXICO NC NORTH CAROLINA ND NORTH DAKOTA OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA SD SOUTH DAKOTA TN TENNESSEE UT UTAH VT VERMONT WA WASHINGTON WY WYOMING
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**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-7: Instructions For Completion Of USDA-FS  
6500-122**

**Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>12345</b>										5. SUPPLYING UNIT CODE									
6. AIRCRAFT NAME										9. VENDOR NAME									
7. AIRCRAFT										8. AC TYPE (H, T, O)									
11. 12. USER UNIT										13. 14. FLIGHT OR RESOURCE ORDER NUMBER									
15. 16. FAA IDENTIFIER										17. 18. PILOT NAME(S)									
19. 20. NO. OF CREW MEMBERS										21. 22. 23. PASSENGERS									
24. 25. CARGO LBS.										26. 27. 28. RETARDANT F.W. & OIL									
29. 30. RETARDANT GALLONS										31. 32. RATE									
33. 34. TIME METER READING										35. 36. METER START STOP									
37. 38. LEG NO.										39. 40. LEG TOTAL									
39. 40. LEG TOTAL										41. 42. LEG TOTAL									
43. 44. LEG TOTAL										45. 46. LEG TOTAL									
47. 48. LEG TOTAL										49. 50. LEG TOTAL									
51. 52. LEG TOTAL										53. 54. LEG TOTAL									
55. 56. LEG TOTAL										57. 58. LEG TOTAL									
59. 60. LEG TOTAL										61. 62. LEG TOTAL									
63. 64. LEG TOTAL										65. 66. LEG TOTAL									
67. 68. LEG TOTAL										69. 70. LEG TOTAL									
71. 72. LEG TOTAL										73. 74. LEG TOTAL									
75. 76. LEG TOTAL										77. 78. LEG TOTAL									
79. 80. LEG TOTAL										81. 82. LEG TOTAL									
83. 84. LEG TOTAL										85. 86. LEG TOTAL									
87. 88. LEG TOTAL										89. 90. LEG TOTAL									
91. 92. LEG TOTAL										93. 94. LEG TOTAL									
95. 96. LEG TOTAL										97. 98. LEG TOTAL									
99. 100. LEG TOTAL										101. 102. LEG TOTAL									
103. 104. LEG TOTAL										105. 106. LEG TOTAL									
107. 108. LEG TOTAL										109. 110. LEG TOTAL									
111. 112. LEG TOTAL										113. 114. LEG TOTAL									
115. 116. LEG TOTAL										117. 118. LEG TOTAL									
119. 120. LEG TOTAL										121. 122. LEG TOTAL									
123. 124. LEG TOTAL										125. 126. LEG TOTAL									
127. 128. LEG TOTAL										129. 130. LEG TOTAL									
131. 132. LEG TOTAL										133. 134. LEG TOTAL									
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**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-8: Instructions For Completion Of USDA-FS  
6500-122**

**Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>1234567</b>		2. DATE OF FLIGHT / /		3. AIRCRAFT MAKE /		4. AIRCRAFT MODEL /	
5. USER UNIT		6. FLIGHT OR RESCUE NUMBER		7. PAY CODE		8. MISSION CODE	
9. LEG NO.		10. LEG TYPE		11. LEG TOTAL		12. LEG TOTAL	
13. 1. 2.		14. 1. 2.		15. 1. 2.		16. 1. 2.	
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29. 1. 2.		30. 1. 2.		31. 1. 2.		32. 1. 2.	
33. 1. 2.		34. 1. 2.		35. 1. 2.		36. 1. 2.	
37. 1. 2.		38. 1. 2.		39. 1. 2.		40. 1. 2.	
41. 1. 2.		42. 1. 2.		43. 1. 2.		44. 1. 2.	
45. 1. 2.		46. 1. 2.		47. 1. 2.		48. 1. 2.	
49. 1. 2.		50. 1. 2.		51. 1. 2.		52. 1. 2.	
53. 1. 2.		54. 1. 2.		55. 1. 2.		56. 1. 2.	
57. 1. 2.		58. 1. 2.		59. 1. 2.		60. 1. 2.	
61. 1. 2.		62. 1. 2.		63. 1. 2.		64. 1. 2.	
65. 1. 2.		66. 1. 2.		67. 1. 2.		68. 1. 2.	
69. 1. 2.		70. 1. 2.		71. 1. 2.		72. 1. 2.	
73. 1. 2.		74. 1. 2.		75. 1. 2.		76. 1. 2.	
77. 1. 2.		78. 1. 2.		79. 1. 2.		80. 1. 2.	
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97. 1. 2.		98. 1. 2.		99. 1. 2.		100. 1. 2.	

Enter the appropriate rate of pay (from Contract or Rental Agreement) on each line.

Enter cost of fuel per gallon if required by Contract or Rental Agreement to establish flight rate for air tankers.

Enter time recording method; C for Clock (hours and minutes), or H for Hour Meter (hours and tenths for helicopters; hours, tenths, and hundredths for air tankers).

Enter start and stop times for all flights.

For air tankers, enter elapsed time in hours, tenths, and hundredths. Use chart required by Contract or Rental Agreement to convert minutes to tenths and hundredths.  
  
For helicopters, enter elapsed time in hours and tenths. If time is recorded by clock, use the chart below to convert minutes to tenths.

For airports, enter the FAA airport identifier. Obtain identifiers from dispatchers, pilots, FAA publications, Flight Service Stations, Fixed Base Operators, etc.  
  
Use FIR for landings on initial attack fires or helispots on large fires. Use HLB for landings at helibases, non-fire helispots, and unlisted helispots.

Determine charges for each line. Multiply the rate by; elapsed time, number of crew members, miles driven, etc.

Total all charges in Column 31. Subtract any credits.

Leave all of Block 37 blank.